

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: January 6, 2022**

**Closing Date: Open until filled**

**SOCIAL WORKER  
Criminal Division  
Sussex County**

**Job Responsibilities and Duties:** This Social Worker will provide direct, trauma informed social work services to victims/witnesses for cases in the Criminal Division, Superior Court, Felony Trial Unit in Sussex County. This Social Worker assists Deputy Attorneys General and works directly with victims whose cases fall under the jurisdiction of the Superior Court. Specific duties include but are not limited to notifying victims/witnesses of the criminal case status, court dates and results of hearings; interviewing victims/witnesses to ascertain case facts, personal history and background information in order to evaluate the psychological, physical, and financial impact of the crime on the victim to identify individual needs; educate the victims/witnesses about the criminal justice process and their rights as stated in the Victims' Bill of Rights; coordinating victims/witnesses for trial and preparing them by reviewing statements, evidence, and providing court room orientation; provide crisis intervention and referrals based on individual needs; prepare and maintain casework files documenting various contacts along with maintaining statistical reports as required.

**Minimum Qualifications:**

Bachelor's degree in a Human Services related field and two years of human services experience; **OR**

Associate's degree in a Human Services related field and three years of experience as a Victim Service Specialist with the Department of Justice.

Knowledge of the criminal justice system.

Ability to interview and counsel.

**Please Note:** *As a condition of employment, all employees must certify that they are fully COVID-19 vaccinated by September 30, 2021; or be required to test for COVID-19 on a weekly basis starting on September 30, 2021. If hired after September 23, 2021, these certifications or requests must be completed during their initial week of employment. This will be in effect until further notice.*

**Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.

**External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR external applicants can mail Resume and the Delaware Department of Justice Application to:**  
Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.